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імені Івана Пулюя**

Кафедра української та іноземних мов

Ресурси для самостійної роботи студентів першого курсу усіх спеціальностей. Модуль 1. Спілкування в соціальному, академічному та професійному середовищах

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ПЕРЕДМОВА

Навчальний посібник «Ресурси для самостійної роботи студентів першого курсу усіх спеціальностей. Модуль 1. Спілкування в соціальному, академічному та професійному середовищах» містить збірку тематичних діалогів та завдань для розвитку навичок читання, аудіювання та говоріння, які допомагають оволодіти розмовною англійською та відчутти впевненість у своїх знаннях. Діалоги представлені в різних комунікативних контекстах. Посібник забезпечує хороше сприйняття матеріалу, оскільки дозволяє створювати власні тематичні діалоги, які допомагають оцінювати рівень знань студентів. Навчальний курс охоплює цікавий і сучасний матеріал, який розширює завдання з читання, аудіювання та усного мовлення. Крім комунікативних навичок, курс зосереджений на розвитку мислення і містить як розмовні, так і більш складні інтелектуальні теми для обговорення.

Курс розрахований на середній рівень знань студентів. Супроводжується аудіозабезпеченням, розміщеним на сервері дистанційного навчання Тернопільського національного технічного університету імені Івана Пулюя. Забезпечує системне вивчення та закріплення лексичного матеріалу і включає діалоги на повторення пройденого. Дуже зручний як доповнення до загального курсу англійської мови і може використовуватися як в групах, так і для самостійної роботи. Незамінний при необхідності швидкого оволодіння навичками усного мовлення, особливо при спілкуванні з іноземцями, задає типові комунікативні ситуації і моделі діалогів, які вчать виражати свої думки та почуття англійською мовою.

В основі курсу лежить комунікативний підхід, що допоможе підготувати студентів до спілкування в повсякденних ситуаціях, збагачуючи їх словниковий запас та розвиваючи мовну компетенцію. Курс містить різноманітні теми, допомагає студентам при спілкуванні в реальному світі, зосереджений на розумінні розмовної англійської в життєвих ситуаціях, допомагає розвивати навички вимови.

Розрахований для студентів усіх спеціальностей для аудиторної та самостійної роботи, а також може бути використана під час навчання на курсах Центру іноземних мов ТНТУ імені Івана Пулюя.

GREETINGS

1

A: Hi, how are you doing?

B: I'm fine. How about yourself?

A: I'm pretty good. Thanks for asking.

B: No problem. So how have you been?

A: I've been great. What about you?

B: I've been good. I'm in school right now.

A: What school do you go to?

B: I go to oxford Economic School.

A: Do you like it there?

B: It's okay. It's a really big campus.

A: Good luck with school.

B: Thank you very much.

2

A: How's it going?

B: I'm doing well. How about you?

A: Never better, thanks.

B: So how have you been lately?

A: I've actually been pretty good. You?

B: I'm actually in school right now.

A: Which school do you attend?

B: I'm attending London Artistic School right now.

A: Are you enjoying it there?

B: It's not bad. There are a lot of people there.

A: Good luck with that.

B: Thanks.

3

A: How are you doing today?

B: I'm doing great. What about you?

A: I'm absolutely lovely, thank you.

B: Everything's been good with you?

A: I haven't been better. How about yourself?

B: I started school recently.

A: Where are you going to school?

B: I'm going to Dublin Musical School.

A: How do you like it so far?

B: I like it so far. My classes are pretty good right now.

A: I wish you luck.

B: Thanks a lot.

SOCIALIZING

GOING TO A PARTY

A: Are you going to be at the party this Saturday?

B: I'm not sure yet. Are you going?

A: Of course I am, because it's going to be great.

B: Is it really? When does it start?

A: The party starts at 8 o'clock, and you should really try to go.

B: I'm thinking about it. Who is going to the party?

A: Pretty much everybody from school.

B: What makes you think it's going to be so much fun?

A: The party is going to have food, drinks, and live music.

B: That does sound like it will be fun.

A: Are you going to go?

B: Certainly. I'm definitely going to go.

MAKING AN APPOINTMENT

A: Are you free on the thirteenth in the afternoon?

B: No, I'm afraid not. I'm meeting Ruth then. How about the fourteenth in the morning?

A: I'm sorry. I'm attending a meeting at the Hilton then.

B: What about the next day?

A: No. I'm busy then too. I'm meeting Dorothy Heath at North Bridge Road. Are you free on Thursday afternoon?

B: Yes, I think I am. Let's meet for lunch at mouth restaurant.

A: Good idea! Is two o'clock okay?

B: That's fine. See you there!

MAKING PLANS FOR THE WEEKEND

A: What are you doing this weekend?

B: I am not sure. What are you doing?

A: I was thinking of maybe taking a drive to the beach.

B: That sounds like a great idea!

A: Would you be interested in joining me?

B: Sure, I would love to go with you. When would you be leaving?

A: I thought that we could leave around 8:00 on Saturday morning.

B: That would give us plenty of time to explore. Did you know that there is a music festival on the beach in Santa Barbara?

A: That was part of my plan.

B: Well then, I'll see you on Saturday. Thanks for asking me to go with you.

INVITING A FRIEND TO A BIRTHDAY PARTY

A: Hey, Robert, what are you doing this weekend?

B: I didn't have any big plans.

A: We are putting together a birthday party for Mary.

B: That sounds like fun. Where will it be?

A: We thought it would be fun to have a pool party at Jay's house.

B: Oh good! Can I bring anything?

A: We will be providing hot dogs, hamburgers, and cake, but people can bring side dishes.

B: I am assuming that the dress is casual.

A: Dress casually and bring your bathing suit!

B: Wonderful. Just e-mail me the time and date and I'll be there.

INVITING BOSS TO A DINNER PARTY

A: Mr Lee, I was wondering if you and your wife had plans for next Friday night?

B: Yes, I think we might be free. What did you have in mind?

A: I've mailed a formal written invitation to your home inviting you to a dinner party at my home.

B: That sounds great. Is it casual?

A: Actually, we thought it would be fun to have a formal sit-down dinner for the holidays.

B: That sounds good. It will give my wife a chance to dress up.

A: Yes, we've invited four other couples, so it should be a good mix of people.

B: That sounds wonderful. Will there be anyone that I know?

A: Oh yes, everyone we are inviting is from our company.

B: Great! I'll look forward to it. We'll make sure and check the mail for our invitation.

AN INVITATION TO LUNCH

A: Hey, what's up?

B: Not a lot; how are you?

A: I'm good. Do you want to go out later today?

B: Sure! Where do you want to go?

A: Maybe we can get some lunch.

B: Sure, that sounds good. Where should we eat?

A: We could go to that Diner, near your house.
B: We could, but we always go there.
A: Yeah, that's true. I want to try something else.
B: How about the pizza place in town?
A: Their pizza is so good.
B: Yeah, it is! It's kind of far away, though.
A: Yeah, and it's really expensive, especially for pizza!
B: Yeah, I'd rather go somewhere a bit cheaper, to be honest.
A: There's nothing wrong with saving money!
B: Hey, why don't we try that new café that just opened?
A: Yeah, I hear they make really good sandwiches.
B: Their coffee is supposed to be really good, too!
A: Hopefully it won't cost too much.
B: I don't think it's that expensive.
A: Awesome. When do you want to meet?
B: Well, I could come pick you up if you like.
A: That would be great! What time?
B: I'll come get you around 1:00 PM.
A: Sounds great. See you then!
B: See you!

THE COUNTRYSIDE

A: Hey. What are you doing this weekend?
B: I don't have any plans. Why?
A: I am going to my uncle's cottage in the countryside.
B: That sounds like fun.
A: It will be. You should come.
B: Who else is going?
A: My brother and his girlfriend are coming. Many other people are invited.
B: How many?

A: At least ten other people are invited.
B: What will we do?
A: We will cook dinner on the grill, play games, and enjoy the scenery.
B: I imagine it is beautiful.
A: It is very beautiful.
B: Tell me more.
A: The air is very fresh and at night you can see the stars very well.
B: How far is it from the city?
A: It is 80 kilometers from the city. You should invite your friend Jim.
B: I will ask him if he wants to come to the countryside.
A: At night we will roast marshmallows.
B: I love marshmallows!
A: So you will come then?
B: Yes. I will come.
A: Great! Let me know if Jim can come too.
B: Okay, I will call him soon and let you know. Thank you for inviting me.
A: You are welcome.

WAITING FOR AN INVITATION

A: Hey, did you hear about Jessica's party this weekend?
B: Yeah, but I'm still waiting for my invitation.
A: Oh really? She gave me mine earlier today.
B: Well, she'll probably just give me my invitation later on today.
A: Yeah, so are you planning on going?
B: I think so. It sounds like it's going to be a lot of fun.
A: It really does, I can't wait.
B: What time does the party start?
A: It starts at 8 o'clock.
B: Oh, well, how many people has she given invites to so far?
A: I'm not sure, but I don't think she's given out that many.

B: Well, hopefully she'll give me my invite later on today.

ACCEPTING AN INVITATION TO A PARTY

1

A: Hey, what's up?

B: Nothing really.

A: I'm throwing a party on Friday.

B: I didn't realize that.

A: You didn't?

B: Nobody has told me anything about your party.

A: Did you want to go?

B: When does it start?

A: At 8:00 p.m.

B: I'll be there.

A: I'd better see you there.

B: Of course.

2

A: Joe, how are you doing today?

B: Pretty good. Mary, I was wondering if you would like to come to a party on Friday night?

A: I am free that night, and a party sounds good.

B: Fine. It will be at my house. Do you know how to get there?

A: I kind of know where you live, but could you e-mail me your address?

B: I can do that. Do you have anyone that you would like to bring with you to the party?

A: I would really like to bring my friend Jake, if that would be OK.

B: Oh yeah, I remember Jake. That would be fine.

A: Would you like some help with the food?

B: Just bring along whatever it is that you and Jake would like to drink.

DECLINING AN INVITATION TO A PARTY

1

A: What's going on?

B: Nothing really, you?

A: I'm throwing a party next Saturday.

B: Is that right?

A: Yeah, are you going to come?

B: I'm sorry, I can't.

A: Why not?

B: I don't really want to.

A: Well, why don't you?

B: I hate going to parties.

A: Well, that's okay.

B: Yeah, sorry.

2

A: What's up?

B: Nothing much, what's going on?

A: I'm having a party this Friday.

B: Oh, really? That's nice.

A: I wanted to see if you wanted to come.

B: This Friday? Sorry, I already have plans.

A: Doing what?

B: I'm going to dinner with my family.

A: I really wanted you to come, but I understand.

B: Yeah, maybe next time.

A: I'll hold you to that.

B: Sounds like a plan.

THE PARTY

A: This party is really fun.

B: How long will it last?

A: My friend said it will last until midnight.

B: Awesome.

A: What do they have to eat in the fridge?

B: I think they have submarine sandwiches.

A: That's great!

B: Yeah, I love them too!

A: Are you going to stay the entire night?

B: I was planning on it!

A: Me too!

B: Why do you ask?

A: Can you give me a ride home?

B: Sure, where do you live?

A: I live right across the street from the mall.

B: Okay, I'm driving right past that anyway!

A: Good, maybe we can stop and get something to eat.

B: Won't you eat here at the party?

A: I'm not hungry now, but I will be later.

B: That makes sense!

A: Hey look, they have cheese and crackers!

B: Sweet! I love them!

A: Let's go and get a plate!

B: This is going to be a great party!

A: I know, it has that kind of feeling to it!

BUYING FLOWERS

A: I need some flowers for my wife because it is her birthday.

B: We have some fresh red roses.

A: How much are the roses?

B: Twenty dollars per dozen.

A: That sounds like a good deal.

B: Yes, that is today's sale price.

A: I'll take a dozen.

B: Is there anything else you'd like to get?

A: No, the roses will be fine.

B: I'm sure your wife will love them.

CHOOSING A GIFT

A: I have no idea what to buy for Mary for her birthday.

B: Me, neither! Would you like to go in and buy her a gift together?

A: Yes, that would be good!

B: We need to think about what she might like. What are her interests?

A: If I remember right, she likes music, skiing, and reading.

B: You know, maybe we could get her some concert tickets. Who would know her favorite groups?

A: Her roommate, Malia, might know what her favorite groups are.

B: Yeah, Malia would be able to help us choose a concert.

A: Let's give Malia a call and ask her for her help right now.

B: Good! Maybe Malia would like to go in with us on this gift.

GREETING A VISITOR

A: Welcome, Ron, come on in!

B: Hi, Malia! What a nice home!

A: We enjoy it too!

B: How long have you lived here?

A: About four years now.

B: Well, it is very beautiful.

A: Ron, have a seat and I'll get us something to drink.

B: Good! I am really thirsty. You know it really is hot outside!

A: I have lemonade, iced tea, and mango juice.

B: Mango juice would be perfect. Thank you!

RECEIVING VISITORS

A: Thanks for coming to see me today.

B: It's no problem. I was really missing you anyway.

A: I missed you too.

B: Why haven't you tried to come see me then?

A: I've been really busy.

B: Doing what?

A: Working.

B: I would've come to see you sooner, but I've been busy too.

A: What have you been doing?

B: I've been working too.

A: Well regardless, I'm very happy that you came to see me.

B: I am too.

VISITING A FRIEND

A: Come and sit down. Would you like a drink?

B: Oh, yes please! I'd love a gin and tonic.

A: Do you like olives? Or would you prefer crisps?

B: Oh, just olives please. What music is this?

A: Do you like it? It's Irish music?

B: It's great! Where did you get the CD?

A: Erm - I think it was in the CD shop in the Mall. Have you been there?

B: Yes. I buy a lot of stuff from there. It's a good shop, isn't it?

A: Yes. Hey, I've got some photos of our holiday in Ireland. Would you like to see them?

B: Why not? I'd love to!

GREETING AN OLD FRIEND

A: Hi, I haven't seen you in a while.

B: Yes, it has been a long time!

A: How long has it been since we last saw each other?

B: I think that we last saw each other two years ago.

A: What have you been doing for the past two years?

B: I have been going to graduate school at USC.

A: What are you majoring in?

B: I am studying international communications.

A: You should easily be able to find a job with that major.

B: I am counting on being able to get a good job.

ACCEPTING FOOD OR DRINKS

A: Ashley, what a great dinner party!

B: Thank you, Joe. What would you like to drink with your meal? I can offer you wine, mango juice, or water.

A: Just water would be fine.

B: Excellent choice. Can I dish you up some chicken?

A: Yes, the chicken looks wonderful!

B: How about some salad to go with your chicken?

A: Sure, I love salad!

B: Would you like to have rice with your chicken?

A: Yes, I think that rice will go perfectly with my chicken!

B: Good! Julie, if you could pass this plate down to Joe, I think we are all set.

DECLINING FOOD OR DRINKS

A: Mary, it's good to see you!

B: Josh and I were just on our way back home from the beach and thought we'd drop by.

A: I am so glad that you decided to stop by!

B: Yes, it has been a long time since we have seen you.

A: Mary, can I get Josh or you something to drink?

B: Oh no, thank you. We aren't all that thirsty.

A: How about a little snack then?

B: No, thank you, we just ate lunch a little while ago.

A: Well then, how is your family?

B: Everyone is doing great. My sister finally had her baby.

LEAVE-TAKING

A: Well, it was nice talking to you.

B: It was nice talking to you too.

A: We should really hang out again.

B: That would be fun.

A: Where do you want to go?

B: I think we should go out to eat.

A: That sounds good.

B: All right, so I'll see you then.

A: I'll call you later.

B: Okay, I'll talk to you later then.

A: See you later.

B: Bye.

GOSSIPING

A: Hi Julie, how are things going?

B: Everything is great, Tad. How are you?

A: I'm doing really well.

B: Tad, I'm pretty hungry right now. Want to walk over and check out the food table?

A: Julie, do you know who that woman is over there by the window?

B: That is Mary. I heard that she's just moved in with Lee.

A: I thought that he was with Malia.

B: Oh, that relationship is history. Malia hooked up with a guy she met on holiday.

A: I bet that Lee wasn't too happy with that!

B: Actually, he was OK with it. They hadn't been getting along too well.

WEDDING DISCUSSION

A: Their wedding was absolutely beautiful.

B: It really was. I want a wedding like that.

A: How much do you think they spent on their wedding?

B: I think it might've cost them a nice chunk of change.

A: Do you want a big wedding like that?

B: Not really. I'd rather have a small wedding.

A: I wouldn't want a small wedding.

B: Why not?

A: I want my wedding to be big and memorable.

B: It can be small and memorable too.

A: Well, to each his own.

B: You are absolutely right.

GOING TO THE BEACH

A: Do you want to go to the beach tonight?

B: Sure, which beach are we going to?

A: I wanted to go to Malibu beach.

B: I like Santa Monica.

A: The water there looks so dirty.

B: I just like the pier they have at Santa Monica.
A: I like the pier too, because it's beautiful at night.
B: Is Malibu beach nice?
A: It's a lot nicer, and I really like it better.
B: So you want to go to Malibu?
A: If that's okay with you.
B: Sure, let's go to Malibu.

THE BEACH

A: The water looks beautiful today!
B: I know, I've been waiting to hit the beach for weeks!
A: How hot will it get today?
B: I've heard as high as 90 degrees.
A: I'm glad we are at the beach today!
B: Yeah, if we get hot, we can go swimming!
A: The kids are going to have a blast too!
B: Yes, they will. Johnny already said he's building a sandcastle.
A: Can you hand me the sun tan lotion from my bag.
B: Sure, do you mind if I use some first.
A: No, not at all.
B: Thank you. I'd hate to get a sun burn today!
A: I know, I had one last year and it hurt so bad.
B: How long did it take to heal?
A: It hurt for at least a week or two.
B: Ouch!
A: Yeah, now I never leave the home without lotion.
B: Good idea!
A: Especially on hot days like today!
B: Let's set up our towels over here.
A: Good, this way we are close to the water.

B: Yes, I may want to jump in at any moment.

A: We are lucky to have a clear beach today!

B: I noticed that too! No one is here. I wonder why.

A: Me too, but I'm going to enjoy the peace!

TAKING A PICTURE

A: Excuse me. Could you please take a picture of us with this camera?

B: Sure. Which button do I press to shoot?

A: This one.

B: Do I have to focus it?

A: No, this is a focus-free camera. All you have to do is point and press the button.

B: All right. Say "cheese".

TELEPHONE CONVERSATION

CALLING A FRIEND

1

A: Hello, may I speak to Alice please?

B: This is she. How's it going?

A: I've been trying to call you all day.

B: Sorry about that. I was cleaning up.

A: It's okay.

B: So what were you calling me about?

A: Oh, I just wanted to see if you wanted to hang out tomorrow.

B: Sure, what did you want to do?

A: Maybe we can go see a movie or something.

B: That sounds like fun. Let's do it.

A: I'll see you tomorrow then.

B: See you then. Goodbye.

2

A: Hi, how are you? Is Alice there?

B: Speaking. What's up?

A: Why haven't you answered the phone?

B: My bad, I had chores to do.

A: That's all right.

B: What was the reason for your call?

A: I want to do something tomorrow with you.

B: Sounds good. What did you have in mind?

A: I was thinking about seeing a movie.

B: Okay, let's go see a movie.

A: Until then.

B: Talk to you later.

A WRONG NUMBER

A: Hello. Manchester 6739792.

B: Hello. Is that Nicholas?

A: Nicholas? Nicholas Nickleby? No. He doesn't live here any more. He's moved to Morecombe.

B: Never! Do you know his new number?

A: Yes. I've got it somewhere. Let me see. Where did I put it? Ah – I remember, it's on the memo. Here it is. Do you have a pen to write it down?

B: Yes, I do. Go on.

A: His number's 4945939.

B: 4945939. Marvellous! Thanks for your help.

ENDING A CONVERSATION

1

A: It was nice talking to you.
B: Why are you trying to rush me off the phone?
A: I really have to go.
B: Why? I still wanted to talk to you.
A: I have things to do.
B: Like what?
A: Don't be nosey.
B: I'm not. I just want to know.
A: Well, it's really none of your business.
B: That's harsh.
A: I'm sorry, but I have to go.
B: Fine.

2

A: I've enjoyed conversing with you.
B: Is there a reason why you're trying to get off the phone so fast?
A: I've got to go.
B: I wasn't done talking to you.
A: I have to do some things, and besides, it's not polite to be nosey.
B: I'm not being nosey. I'm just asking.
A: I really don't think it's any of your business.
B: That's not nice.
A: I apologize, but I'm getting off the phone now.
B: Okay.

TELEPHONE CONVERSATION

A: Hello?
B: Hi Kelly, it's Sam.
A: Hi Sam, how are you doing?
B: Great. I just got back from a concert. It was so much fun!

A: That's cool. What band did you go see?

B: It was a co-headlining show between My Chemical Romance and The Used. A newer band called Drive A opened for them. It was pretty amazing.

A: That sounds like so much fun!

B: It was. The music was great and I got some neat souvenirs while I was there.

A: Oh yeah?

B: I got a setlist and a couple picks from one of the guys in Drive A and they all signed my CD. A couple of the guys from My Chemical Romance signed my ticket, too.

A: Wow!

B: They are all really nice guys. But you know the best part?

A: What?

B: After the show was over, I went to get some food and ran into the singer from The Used and got to buy him a drink. We talked for a while and he thanked me for coming to the show. It was so exciting!

A: I would have loved to have seen that.

B: I got pictures of me with a bunch of the guys in the bands. I'll show them to you next time I see you.

A: That would be great.

B: I'll bring my Drive A CD with me so you can listen to it. I think you'll really like them.

A: Cool. I'm always looking for new music. Is Drive A similar to My Chemical Romance and The Used?

B: They are more punk rock. But they are very high energy and their songs are very catchy.

A: Oh good. I can listen to them when I'm running on my treadmill.

B: Yeah, it's great music for working out.

A: Well, I can't wait to listen to them. Are you busy this weekend? You could stop by then.

B: I don't think I have anything important going on. I'll probably stop by Saturday afternoon.

A: Ok, that sounds good. See you then.

B: Talk to you later.

A: Bye.

B: Bye.

WEATHER

1

A: It's an ugly day today.

B: I know. I think it may rain.

A: It's the middle of summer, it shouldn't rain today.

B: That would be weird.

A: Yeah, especially since it's ninety degrees outside.

B: I know, it would be horrible if it rained and it was hot outside.

A: Yes, it would be.

B: I really wish it wasn't so hot every day.

A: Me too. I can't wait until winter.

B: I like winter too, but sometimes it gets too cold.

A: I'd rather be cold than hot.

B: Me too.

2

A: It's such a nice day.

B: Yes, it is.

A: It looks like it may rain soon.

B: Yes, and I hope that it does.

A: Why is that?

B: I really love how rain clears the air.

A: Me too. It always smells so fresh after it rains.

B: Yes, but I love the night air after it rains.

A: Really? Why is it?

B: Because you can see the stars perfectly.

A: I really hope it rains today.

B: Yeah, me too.

3

A: I would like to take a trip to the beach this weekend.

B: A trip to the beach would be fun. How is the weather going to be?

A: The forecast says that it will be warm on the weekend.

B: So do you think it'll be perfect weather for the beach?

A: It sounds like it will be.

B: I really hope it doesn't get cold.

A: That would ruin things, I want to go so badly.

B: The weather in California is unpredictable, so you never know.

A: That is true. The weather is constantly changing.

B: It would be nice if the weather would never change.

A: That would be great, then we could plan things sooner.

B: True. Predictable weather would make life easier.

4

A: Hey man.

B: Hey! Good to see you.

A: How have you been?

B: Not bad, you?

A: Hot. Too hot. Can you believe this summer we're having?

B: Tell me about it. I've been working as a roofer this summer.

A: Ouch. That must be brutal in this heat.

B: It is. Somehow I haven't fainted yet while on a roof.

A: Well, staying alive in the heat is all about staying hydrated.

B: I know. I drink at least three Gatorades a day.

A: Dude, I don't know if that's good for you.

B: Why wouldn't it be?

A: Gatorade has a lot of sugar. In this heat your best bet is just water.

B: But I need my electrolytes to keep me going.

A: I don't know, people have done fine with just water for thousands of years.

B: Yeah but have those people ever had to roof a house in a hundred-degree weather?

A: Yeah. Well, some of them must have.

B: Well, too much sugar or not, Gatorade gets me through the hottest days.

A: More power to you, man. I get to work in air conditioning, so I shouldn't really complain.

B: Lucky. What are you doing?

A: Just a boring office job, but it keeps me out of the sun so I'm happy.

B: You're not a real "summer guy", are you?

A: Nope. I'm just waiting for fall to get here so I can feel a cool breeze on my face.

B: Yeah, that will be nice.

A: Until then, I'm beating the heat with plenty of water and AC.

B: Well, enjoy your temperature-controlled work environment.

A: And you enjoy the sun. I gotta run but I'm sure I'll talk to you later.

B: Alright. It was good running into you. Catch you later.

RELIGION

A: Are you religious?

B: Yes. I am very religious.

A: What religion are you?

B: I am a Muslim.

A: I have a neighbor who is Muslim. He is a very nice man.

B: Most Muslims try to be nice. That is what we are taught.

A: Are you religious?

B: Yes. I come from a religious family.

A: What religion are you?

B: I am a Christian.

A: Which denomination?

B: I am a Latter-day Saint.

A: I've never heard of them.

B: There aren't a lot of us, but we try to get along with everyone.

A: That's good. It's pretty foolish to fight about religion.

B: I agree. As long as the religion is teaching the believers to do good things then I don't have a problem.

A: I have a co-worker who is Jewish. We get along fine.

B: That's good. I play football with a Chinese man and his family is Buddhist.

A: I know a Buddhist as well. He meditates a lot.

B: It seems to me that you can find good people in every religion.

A: That's true.

B: Would I be allowed to visit your mosque sometime?

A: Yes. You can visit. Can I visit the Latter-day Saint church?

B: Yes. Visitors are welcome.

A: Then you can come on Friday to the Mosque and I'll come to church on Sunday this week.

B: Sounds good.

MEETING PEOPLE

MAKING FRIENDS

A: Hey, how are you doing?

B: I'm trying to make friends.

A: Oh, that's great!

B: But could you give some advice?

A: Yes, talk more often with the people who you want as friends.

B: Okay, thanks.

A: You're welcome.

B: I have one more question, though.

A: Go on ahead and ask me. I'll be happy to help you earn new friends.

B: Should I try to get their phone numbers?

A: Yes, of course. Friends need to communicate with each other.

B: Now I will ask them if they are available to go out somewhere.

A: That's good. You can become friends with any type of person.

B: Oh really?

A: Yes, I became a friend to a senior citizen and to a young kid.

B: Wow, that's amazing. I didn't know making friends would be easy.

A: You shouldn't have that much trouble making friends.

B: I'm determined now to make more personal bonds with others.

A: Friends are people who understand and enjoy being around you.

B: And right now, I'm going to eat somewhere with people I want as friends.

A: That's very good.

B: I'm on my way to make more friends.

A: Good luck on that.

B: Thank you for your advice.

A: Goodbye.

MEETING PEOPLE

A: Hi Jane! I'm Jessica.

B: It's nice to meet you.

A: Nice to meet you too. Do you like meeting new people?

B: I love meeting new people. What about you?

A: I get a bit nervous when I meet new people.

B: Me too. Sometimes, I don't know what to say.

A: Same here. I don't want to offend people.

B: Neither do I. First impressions aren't that important, though.

A: You think so? I think they are very important.

B: They can be, but a lot of times they are wrong.

A: Yeah, that's true. What do you normally do when you first meet someone?

B: Well, I introduce myself just like I did with you!

A: Me too! Sometimes, I tell people my age when I meet them.

B: I worry about asking someone their age, because they might be offended.

A: Where I come from, it isn't impolite to ask.

B: That's cool. So, are you still nervous?

A: Not really, now that we've talked for a bit.

B: I'm always a bit shy around people anyway.

A: Really? I'm the opposite!

B: Yeah, I tend to stay pretty quiet.

A: I'm quiet if I don't know what to say.

B: What do you normally talk about when you first meet someone?

A: I usually talk about my hobbies or interests.

B: That's cool. I usually ask a lot of questions.

A: Aren't you afraid you'll ask something inappropriate?

B: Not really. I don't ask really personal questions.

A: That's good. So, do you meet new people a lot?

B: Not really. This is pretty rare for me!

A: Oh, I meet new people all the time. I go out a lot.

B: Where do you go to meet people?

A: I meet people at parties and when I'm with my friends.

B: Oh, okay. I don't go to a lot of parties.

A: Maybe I'll take you to one.

A: Cool, I'll get to meet more people!

MEETING AN OLD FRIEND

A: How are you?

B: I'm fine, thanks. How about you?

A: I'm okay. What are you doing these days?

B: Not a lot, actually. Busy at work of course - we've got a big project coming up in Malaysia. I may have to go to KL in a few weeks.

A: That's great. When are you starting?

B: Probably in a week or two. I'll let you know.

THE FAMILY

MY FAMILY

A: Hey, how many people do you know in your family?

B: I know several cousins, aunts, and uncles.

A: I only know my two sisters and one brother in my family.

B: That's okay.

A: You know a lot of people in your family.

B: Well, that's because I visit them often.

A: Wow, I don't really visit other family members.

B: You should as it keeps you close to them.

A: I need to ask my parents more about my other family members.

B: Do your parents even keep connections with others?

A: I think so, since I do hear them talk about my cousins sometimes.

B: I hope your parents keep you in contact with them.

A: Me too, since I'm really curious.

B: That's very good.

A: I would be more closer with them.

B: There should also be a family reunion.

A: That would be awesome, since I don't think we ever had one.

B: And you should be able to reconnect with distant relatives.

A: It makes me happy thinking about it.

B: Tell me more about your relatives if you meet them.

A: Yes. How often do you see your family?

B: Almost every day.

A: Wow, I feel like I should do that.

B: Being around your family should make you more kind.

A: It's going to be a great experience for me.

TELLING AGE

A: How old are you?

B: I am twenty-two years old. How old are you?

A: I am forty years old.

B: How old is your wife?

A: She is in her mid-thirties.

B: I have a sister who is in her mid-thirties.

A: How old are your parents?

B: My Dad is 56 and my mom is 54. How old are your parents?

A: They are both old. My father is 82 and my mother is 78.

B: Wow. Are they healthy?

A: They can still move, just slower.

B: Ha-ha. My little brother is a teenager.

A: How old is he?

B: He is 15.

A: Do you have any other siblings?

B: Yes. I have a baby sister. She is a toddler.

A: How old is she?

B: She is two years old.

A: Cute!

B: She is a cute toddler.

A: My sister has a newborn.

B: How old is the newborn?

A: He is three weeks old.

B: Wow. Tell her congratulations.

A: Thank you. I will.

BIRTHDAY

A: I can't wait until my birthday this weekend.

B: Me too, your birthday was awesome last year.

A: I hope this year is going to be better.

B: That's hard to accomplish.

A: I know, but I have a feeling that it would.

B: Birthdays only happen once a year, so it should be really awesome.

A: Yes, so I'm hoping for something great.

B: Are you having a giant cake?

A: Yes, and hopefully a lot of gifts.

B: Maybe, but you shouldn't be expecting too much.

A: It's all about celebrating the day of your birth!

B: This year is also going to have a lot of people at your party.

A: I know my friends are preparing to give me a big surprise.

B: How would you know?

A: They're horrible at keeping secrets.

B: But they can't help it.

A: The more I think about my birthday, the more I get excited.

B: So do I.

A: I think my parents planned out the whole party already.

B: Your sister is also going to do something special at your party.

A: My sister is incredibly nice, so I wouldn't be surprised.

B: Every year just gets better and better.

A: You are very right.

B: Okay then, see you at your birthday party.

A: See you later.

BAD HABITS

A: Do you have any bad habits?

B: Yes. I smoke.

A: I used to smoke too.

B: I really want to quit but I can't.

A: Have you tried chewing gum?

B: Yes. I have tried gum and it didn't work for me.

A: Have you tried nicotine patches?

B: Yes. Those were better than the gum but still didn't work.

A: I used a quit smoking program.

B: Really what did you do?

A: I did a lot of different things.

B: Like what?

A: I drank grapefruit juice and brushed my teeth.

B: That would make a cigarette taste horrible.

A: That's why I did it.

B: What else did you do?

A: I made sure I ate a good breakfast and didn't drink coffee.

B: Why didn't you drink coffee?

A: Because I always smoked after I drank coffee so I decided to stop. I still don't drink it actually.

B: Wow. What else?

A: I had my friend hide my cigarettes.

B: That would be hard. I really want to quit but I don't think I can do it alone.

A: If you want I can help you quit.

B: I would appreciate that.

A: It will take a lot of will power but with help, you can do it.

B: This time, I am determined.

DESCRIBING PEOPLE

A: Have you seen the new girl in school?

B: No, I haven't.

A: She's really pretty.

B: Describe her to me.

A: She's not too tall.

B: Well, how tall is she?

A: She's about five feet even.

B: What does she look like, though?

A: She has pretty light brown eyes.

B: I may know which girl you're talking about.

A: So you have seen her around?

B: Yes, I have.

ASKING FOR A DESCRIPTION OF A PERSON

A: What does she look like?

B: Well, she was pretty tall, about 5 feet 10 inches and kind of scary looking!

A: What do you mean, scary?

B: Well, she had a crazy sounding laugh and wild hair. Do you know what I mean?

A: Yes, I know what you mean.

B: And her piercing eyes! She looked like an alien who just came down from outer space. Do you believe that people from outer space live amongst us?

A: No, that's impossible!

B: Unless they beam us up for a ride, we will never know for sure. Have you ever thought that you saw a flying saucer?

A: Are you crazy?

B: Hah, I guess we never know what can happen. Do you like Star Wars movies?

A: Yes, I have seen all of the Star Wars movies.

B: I loved Star Wars movies. My favorite character was Yoda. What about you?

A: I liked Darth Vader.

B: Yeah, that character was pretty cool. If you had to describe that character, what would you say about them?

A: They were very beautiful.

B: Yeah, I know what you mean!

SCHOOL

A SICK CLASSMATE

A: Have you attended school today?

B: I attended school today. Did you?

A: I wasn't able to attend school because I was feeling ill.

B: I'm sorry to hear that. Would you like the assignments from English class?

A: I would really appreciate that, thanks.

B: It's no trouble at all.

A: If you get sick, I'll return the favor.

B: Thanks. See you at school tomorrow if you feel better.

CHANGING THE SUBJECT

A: Did you go to school today?

B: Of course. Did you?

A: I didn't want to, so I didn't.

B: That's sad, but have you gone to the movies recently?

A: That's a switch.

B: I'm serious, have you?

A: No, I haven't. Why?

B: I really want to go to the movies this weekend.

A: So go then.

B: I really don't want to go by myself.

A: Well anyway, do you plan on going to school tomorrow?

B: No, I think I'm going to go to the movies.

RETURNING A CALL TO CHILD'S TEACHER AT SCHOOL

A: Did you call me?

B: Thank you for returning my call.

A: What was your call about?

B: I wanted to have a talk with you about your son.

A: What did he do?

B: He was messing around last week in class.

A: Exactly what did he do?

B: Even though I asked him not to, he kept speaking out in class.

A: I don't know what his problem is.

B: I need you to talk to him, if you don't mind.

A: That won't happen again, I'm sorry.

B: Thank you. Hopefully I won't have to call about him again.

MEETING CHILD'S TEACHER AT SCHOOL

A: It's nice to meet you.

B: I'm glad we're meeting today. Thank you.

A: You're welcome.

B: I would like to talk to you about your daughter.

A: Is there a problem?

B: No, your daughter is great.

A: That's great news.

B: Your daughter is a wonderful student.

A: She isn't messing up in class?

B: Of course not. Your daughter is smart and very well behaved.

A: I'm so glad to hear that she's doing well.

B: It is my pleasure to have her in my class.

TALKING WITH ANGRY PARENT

A: Do you realize what time it is?

B: I'm sorry, I lost track of time.

A: Do you honestly believe that that is a good excuse?

B: Not at all--that is what really happened.

A: How many times do I have to ask you to call if you're going to be late?

B: Yes, I know. I must've forgotten.
A: That's beside the point, you still should have called.
B: You're right. I'm sorry.
A: Next time you come in late without calling, you're gone.
B: You're really going to kick me out?
A: Yes, maybe then you'll figure out how to follow the rules.
B: Actually, if you kick me out, your rules won't matter anymore.

WAKING UP FOR SCHOOL

A: Wake up, it's time for school.
B: I'm so tired. Let me sleep for five more minutes.
A: You have to get up and get ready for school.
B: I know, but just five more minutes.
A: I can't let you go back to sleep, because you won't wake back up.
B: I promise I'll wake up, in five minutes.
A: You still need to eat breakfast, take a shower, and get dressed.
B: I realize that, and I can do all that when I wake up in five minutes.
A: I don't want you to be late for school today.
B: I'm not going to be late today.
A: Fine, five more minutes.
B: Thank you.

TWO STUDENTS IN A LANGUAGE SCHOOL CAFÉ

A: Hi! I'm Hong lei. What's your name?
B: Hello, Hong Lei. My name's Ricky.
A: Hi Ricky. Are you a new student here?
B: Yes, I had my first lesson this morning. Are you a new student too?
A: No, I've been here for six months.
B: Six months. That's a long time.
A: It's not so long really. What class are you in? Intermediate or ...?

B: Intermediate Three. And what about you?

A: I'm in Advanced One. Who's your teacher?

B: I can't remember her name, but she's got curly red hair.

A: Ah! Does she wear glasses?

B: Yes, I think so.

A: That's probably Anne Wallis.

B: Yes that's right. Do you know her? Is she your teacher too?

A: No. But she taught me last term. How long have you been here?

B: Only a week.

A: Wow, not long. Where do you live? With a family?

B: Well, I'm staying at the YMCA at the moment. I'm looking for somewhere more permanent. Do you know of any good places?

A: Yes. Actually my friend has a spare room in here apartment and she's looking for a flatmate. Would you like her phone number?

B: That would be great! Thanks for your help. Can I buy you coffee?

SCHOOL TIME BLUES

A: Joe, what time does our Math class start?

B: I am sure it starts at 11 AM.

A: I don't want to go.

B: Why not?

A: We have that huge algebra test.

B: Yeah, I'm sure you studied for it.

A: Well, that's the thing.

B: Don't tell me...

A: Yeah, I didn't study a lick last night.

B: What were you doing?

A: I was watching movies all evening!

B: Which ones?

A: I don't remember the name of the movie.

B: What was it about?
A: It was really good!
B: I said what was it about?
A: It was about a boy who didn't know he was a wizard.
B: That sounds interesting.
A: It was really good. There are like seven more movies.
B: Wow, you have a lot to watch!
A: Yeah, plus there are a bunch of books too!
B: Really, it sounds like something I'd like to read.
A: So, what are you going to do about the math test?
B: I don't know, probably fail.
A: Well, good luck!

GRADUATION PARTY

A: Hi!
B: Hey. It's good to see you.
A: You too.
B: Do you want something to drink?
A: No, thank you.
B: Are you sure?
A: Yeah, I'm fine.
B: Okay. If you want anything, help yourself.
A: Cool thanks.
B: Can you believe we graduated?
A: I know. It is crazy.
B: What are you going to do now?
A: I am going to go to college.
B: Oh cool. Which college?
A: It is a community college. I want to stay close to home.
B: That's smart.

A: Thanks. What are you doing now?
B: I am gonna keep working at my grandpa's shop for now. When I get enough money I want to go to college.
A: Cool. Hey, I think Samantha just came in?
B: Really? She came?
A: Yes. She is here! You should go talk to her.
B: No, I wouldn't know what to say.
A: Oh Come on. Everyone knows you like her. Go ask her to dance.
B: Maybe later.
A: You have been saying that for years! We graduated! This is your last chance.
B: You are right. Fine, I'll do it.
A: Atta Boy!

COLLEGE LIFE

REGISTERING FOR A CLASS

A: Hello, I need to register for a class.
B: What class are you trying to take?
A: I want to take a Psychology class.
B: Well, there are only two classes open.
A: Can you tell me what days the classes are on?
B: One class is on Tuesday and Thursday from 2:00 p.m. - 4:00 p.m.
A: And the other class?
B: That class is from ten to twelve on Monday and Wednesday.
A: Are you sure these are the only open classes?
B: Yes, I am sure.
A: Okay, sign me up for the class on Monday and Wednesday.
B: Very well then.

MEETING NEW STUDENTS

A: Hello, how are you doing?

B: Pretty good, and you?

A: I'm doing great.

B: That's great to hear.

A: So how long have you been going to PCC?

B: I've been going here for a couple years now. You?

A: This is my first year.

B: How do you like it so far?

A: It's all right.

B: You don't like it?

A: I'll like it better once I finish my GE.

B: That's exactly how I used to feel.

FINDING A CLASSROOM

A: Could you help me?

B: What do you need?

A: I can't seem to find my class.

B: What building is it in?

A: It's in the C building.

B: Oh, I know exactly where that is.

A: Do you think you can tell me where it is?

B: Sure, what room number is it?

A: It's room number 261.

B: I have a class around there right now.

A: Could you show me where it is?

B: No problem, come on.

BUYING TEXTBOOKS

A: How do I buy my textbooks?

B: Do you have your book list for your class?

A: Yes, I have my list.

B: Fine. Once you have it, you can go to the bookstore. Do you know where that is?

A: Yes, I know where the bookstore is.

B: OK, so once you pass the gym, it's the first door on your left. Do you know you can also sell your used textbooks there?

A: No, I didn't know I could do that.

B: You just take them with you and trade them with the used textbook man just outside the door. Do you think you will be doing that today?

A: Yes, I am going today.

B: Well, if you decide to go, I could meet you over there at 1:00 today or tomorrow to help you. Would that work for you?

A: Yes, thank you. That would be great.

B: Well, then, I'll talk to you later. Have a good day!

TALKING ABOUT A PROFESSOR

A: Could you tell me if you have ever taken a class from Dr. Miller?

B: Yes. Are you going to be taking a class from him?

A: Yes, but I have never taken his class before.

B: He is very interesting and challenging. Is that what you are looking for?

A: Yes, that's what I need.

B: He is really clear on what you need to learn to get a good grade. Are you willing to study hard?

A: Yes, I guess so.

B: What I really liked about him is that he was an understanding and friendly teacher. Do you enjoy that in a teacher?

A: Yes, I had a teacher like that before.

B: Did you know that he has 20 years teaching experience?

A: No, I didn't, but that could be a good thing.

B: Well, take a look at everything and figure out what is best for you. Good luck!

MAKING AN APPOINTMENT WITH YOUR PROFESSOR

A: Professor, could I make an appointment with you?

B: I am free tomorrow afternoon between two and four; do you have a particular time in mind?

A: Two o'clock would be the best time.

B: Fine, do you know where my office is?

A: No, I'm not sure.

B: Remember, it is in the E building on the third floor.

A: I see.

B: Don't worry; it will work out fine once you get there. I'll see you then.

A: I'll see you then.

B: Looking forward to meeting with you!

TURNING HOMEWORK IN LATE

A: Excuse me, Professor. I have to talk to you about why my homework didn't get done.

B: What happened that you didn't get it done?

A: I had to watch a football game instead.

B: Well, you had more than one day; couldn't you have fit it in on another day?

A: Yes, I think so.

B: Either way, I only allow one missed assignment per semester. When will you be turning the make-up in?

A: I'll make it up next week.

B: Fine, but it cannot happen again if you want an "A" in the class.

A: OK, I can do that.

B: Remember that you are in college now, not high school.

FINDING AN ERROR IN YOUR TEST SCORE

A: Excuse me, Professor. I think there might be an error in my test score.

B: Sure. Do you think that the total is wrong or that you got something marked wrong that should have been marked right?

A: I think that the percentage is incorrect.

B: Let's just go over all of it to double-check.

A: Sure, let's do it.

B: Here is the answer sheet. Do you see a place where I marked something wrong that should have been right?

A: I don't see any mistakes.

B: OK, now that we've gotten those straightened out, let's total the score.

A: Yes, let's total it.

B: Well, if I total that like this and divide by this number, I get this total. Do you agree?

A: Yes, you're right.

B: Well then, we are all straight. Have a good day and thanks for bringing that to my attention.

BORROWING CLASS NOTES

A: Do you have the notes from last week's class?

B: Did you come late?

A: I couldn't make it.

B: Why is that?

A: I was sick.

B: Oh, okay. Well, here you go.

A: Are these all of them?

B: Oh, wait, here are the rest.

A: Thanks a bunch.

B: Don't mention it.

GRADING POLICY

A: I was wondering how you are going to calculate our final grades.

B: Grades are based on many things: homework, attendance, quizzes, mid-term, and final.

A: What counts the most?

B: Actually I look at all of it and let's not forget class participation.

A: Do you grade on a curve or use percentages?

B: Homework, attendance, and quizzes are sixty percent; the mid-term and final are worth twenty percent each.

A: What if we miss something?

B: I will allow one unexcused absence; after that you need to contact me ahead of time.

A: Will you tell us if we are failing during the year?

B: You will be able to track your progress during the year.

DISCUSSING YOUR GRADES WITH YOUR PROFESSOR

A: I'd like to talk to you about my grades.

B: Sure! What exactly do you have questions about?

A: I am worried that I messed up on a test.

B: Well, let me take a look at my grade book. How do YOU think you are doing?

A: I think I am doing great, except for that one test!

B: Well, your scores show that you could do a little better. What do you think you could improve on?

A: I think that I could study a little harder for tests.

B: Fine! Please remember that regular attendance is the most important way to begin.

A: Yes, I know.

B: I'm sure you'll do fine.

TALKING TO PROFESSOR ABOUT BEING ABSENT

A: Excuse me, Professor. I am going to miss next week's class.

B: Is this something that you could schedule for another time?

A: No, I have to do this; it's important!

B: Have you arranged for someone to take notes for you?

A: I've made arrangements with a friend to help me.

B: You know that I only allow one absence per semester, don't you?

A: Yes, I know.

B: Write down your name and the date on a piece of paper and give it to me.

A: OK, I can do that.

B: Well, have a good day off from class.

TALKING TO PROFESSOR ABOUT LEAVING EARLY

A: Professor, I am going to need to leave class early today.

B: What is the problem?

A: I need to go to the airport to pick up a relative.

B: Are you planning on having someone take notes for you?

A: Yes, I've got that part covered.

B: When, exactly do you need to leave?

A: I don't need to leave until the very end of class.

B: Fine, but next time try and not have to miss class again.

A: Thanks, Professor. See you later!

B: See you later! Drive carefully.

TALKING TO A COUNSELLOR

A: I'm here for my appointment.

B: What can I do for you today?

A: I have an issue with my schedule.

B: Tell me the problem.

A: I have two classes on here that are at the same time.

B: Oh, I see.

A: Can you change that for me?

B: Do you still want both classes?

A: Yes, I would like to keep both classes.

B: I'll try to change one to a different day.

A: I would greatly appreciate that.

ADDING A CLASS

A: I am unsure how to add a class and need help.

B: I have an opening. Do you have an add sheet for me to sign?

A: Yes, I have an add sheet.

B: After I sign it, you must take it to the Admissions and Records Office to add the class. Do you know where that is?

A: No, I'm not sure.

B: When you cross the quad, the office is right in front of you. Go inside and follow the signs to the correct line.

A: Thanks. I understand what to do now.

B: It should be easy to find. After you add the class, check with me in a few weeks to make sure that you are on my roll sheet.

A: That sounds good.

B: Good, just make sure that you do the same thing if you ever need to drop a class. Good luck!

DATE AND TIME OF A FIELD TRIP

A: When are we leaving for our field trip?

B: Our science field trip is next Monday at 8:00 in the morning. Can you mark that on your calendar?

A: Yes, I will write that down.

B: That will be Monday, December 2nd. We need to start loading the buses half an hour early, so plan to arrive at 7:30.

A: Yes, I will be there on time.

B: We will return 6 days later on December 8th. Will someone be picking you up?

A: Yes, someone is coming to get me.

B: The return bus will leave the campground at 5:00 p.m. and return to campus 3 hours later at 8:00 p.m.

A: What should we bring with us?

B: I am going to post all of that information on the geology club web page. Check it out when you get a chance. See you Monday!

WHERE TO BUY LUNCH

A: Hi, could you help me find a place where I could buy some lunch?

B: Sure! What kind of food would you like?

A: I was thinking of pizza or something else Italian, maybe.

B: I know the perfect place!

A: Good! Where is it?

B: It's right past that last building on the left. Do you want me to go with you?

A: That would be great.

B: Glad you asked me to join you. This will be fun!

USING A VENDING MACHINE

A: Can you help me figure out how to use this machine?

B: Yes, I would be happy to help. What do you want to buy?

A: I want to buy that candy.

B: OK. So this machine will make change if you need it. Do you have your dollars ready?

A: Yeah, so far, so good.

B: Next, you feed your dollars into the machine in the slot. Make sure they are smooth.

A: Yeah, I already knew that.

B: I'm sure you know that if the dollar gets stuck, you might have to re-feed it.

A: OK, let's move on!

B: Now you just make your selection and pray. If nothing comes out, try again or call the number on the side of the machine.

A: I hope it works!

B: Well, good luck!

GETTING A LIBRARY CARD

A: Excuse me. I am interested in getting a library card.

B: Sure, let me give you an application. You can fill it out right here at the counter.

A: OK, here it is.

B: Let me take a look at this for you. May I have your driver's license, please?

A: Here's my license and form.

B: You seem to have filled the form out all right. Are you familiar with our rules and fines?

A: Yes, I know what to do.

B: The hours and limitations are printed on the card and this handout.

A: OK, I see.

B: Thank you for joining the library; we look forward to serving you.

RETURNING OVERDUE BOOKS

A: Can you help me with returning my late books?

B: This is the right spot to pay your fee. Put your books down right here.

A: OK, here they are.

B: I can see that you owe 25 cents a day. That will be one dollar and fifty cents total.

A: OK, here's the money.

B: We are interested in getting our books back; so as long as all the fines are paid off by the end of the semester, you will be fine. Does that make sense?

A: I'm not sure.

B: Your registration and transcripts can be held up if there is an outstanding fine.

A: Now I understand.

B: Well, you can always keep your late fees down by using the night drop if we are closed. Enjoy the library!

USING A PARKING METER

A: Excuse me, could you help me figure out how to use this new parking meter?

B: Sure, it was confusing for me also. Have you ever used a regular meter?

A: Yes, I understood the old one.

B: Well, on this one you can use coins or a debit or credit card; which one would you like to use?

A: Debit or credit card.

B: OK. Now, do you see what the rate is on the sticker?

A: Yes.

B: OK, now that we know what it will cost, put the money or card into the machine.

A: Yes, I can do that.

B: Wonderful; now, this machine asks you the number of your spot, so put that in also.

A: Yes, I'm ready.

B: All you have to do now is take your receipt and put it on your dashboard.

PURCHASING A PARKING PERMIT

A: I'll need a parking permit for next semester.

B: Do you attend school during the day or only at night?

A: I only attend class part-time in the evenings.

B: Do you drive a motorcycle or an automobile?

A: I have both, but I usually use my car to get to school.

B: Great, the price for that permit is thirty dollars; cash, check, or credit card?

A: I'll pay cash.

B: Do you need to buy a duplicate permit for a second vehicle?

A: No, thank you.

B: OK, here is your permit; enjoy the new semester.

PARKING AT SCHOOL

A: Can you tell me where I can park?

B: Are you driving a motorcycle or an automobile?

A: I drive an automobile.

B: Fine. You can either park in the student lot or on the street. Do you know what a handicapped space is?

A: Yes, I have seen those spots.

B: Well, when you see the blue spots with the handicapped logo, do not park there unless you have a special permit. Are you going to be parking in the daytime or evening?

A: I park in the evenings.

B: Then you also need to be aware of the time limits on the street signs. Have you seen those signs?

A: Yes, I have seen those signs.

B: The signs always tell you how long you can park there and on what days. Do you know how to read the curb colors?

A: Yes, I know what the curb colors mean.

B: Well, just as long as you realize that red means no parking and white means loading and unloading, I think you know what you need to know.

FIGHTING A PARKING TICKET

A: Hey, I got this parking ticket; can you help me figure a way out of it?

B: First of all, did you park somewhere too long or in the wrong spot?

A: I was there too long.

B: Was the area clearly labeled with the time limit and all?

A: Yeah, I saw it.

B: You will need to convince the judge that you couldn't see the signs.

A: Yeah, I understand.

B: Whatever you do, you need to be respectful and polite to the judge.

A: Yeah, you're right.

B: Just try to talk to him about how IF you made a mistake that it won't happen again.

A: OK, I will.

B: Good luck!

CLASSROOMS

A: Hey, do you like this classroom?

B: Yeah, it's small, clean, and new. I also like my classmates and my teacher.

A: I agree, but I would like to have more than one teacher because I learn better that way.

B: So do I. I don't like having assigned seats either.

A: I agree! I don't think the teacher should assign seats to students because I like to sit with my friends.

B: Me too. I do like the classroom though.

A: Yeah, it's small and pretty relaxed. I like the layout, too.

B: The layout is okay. I think it'd be better if all the desks faced forward and the teacher's desk was at the front and corner, facing the students.

A: Well, that's easier to do when there are less students.

B: Yeah, I like classrooms with few students because I feel like I learn better.

A: Me too. So, what bothers you about the classroom?

B: Well, sometimes it is too hot.

A: I also don't like the desks; they are uncomfortable.

B: I don't like the homework or classwork when it is too hard, and I don't like the chalkboard because it is too small.

A: Yeah, If I could, I would get a bigger chalkboard.

B: And I'd get some more comfortable desks!

A: What would make them more comfortable?

B: Well, the desks would be movable so we could sit where we wanted, and they wouldn't be attached to the chairs.

A: If I could improve the classroom, I would also make the air conditioning system better.

B: I think we should get more breaks from studying. We spend way too much time in here.

A: Agreed! We're in here at least 6 hours every day.

B: I wish we changed classrooms more often because I get bored easily. What do you do to pass the time?

A: When I get bored, I stare out the window for hours.

B: Even though I get bored, I still think the classroom is a good place to study because it is usually quiet.

A: I think it's too quiet. At least, it is where I sit.

B: You sit in the front, don't you? You sit with all the smart kids.

A: Yeah. You sit closer to the back, correct?

B: I do. I like where I sit because I sit next to the window, and the students that sit around me are nice.

A: Even though you're in the back, they're still pretty smart, and they pay attention.

B: We should probably pay more attention.

A: Yeah, class isn't that bad.

B: I agree. Let's go!

REGISTERING FOR UNIVERSITY

A: Hi there, what have you been up to lately?

B: I have been looking for universities to apply to.

A: Really? So have I!

B: Cool! For what semester will you apply?

A: I will apply for the fall semester. How about you?
B: I will apply for the spring semester. I need to work until then.
A: Yeah, college can be very expensive.
B: How are you paying for college?
A: I am taking loans.
B: That's cool. Have you started any applications?
A: Yes, I have. The applications take a while!
B: They do! Don't you have to write essays, too?
A: Yes, those are hard. I'm not really sure what to write about.
B: I'm glad I'm not registering until the spring.
A: Yeah, my applications are due pretty soon.
B: Are you applying for financial aid?
A: Yes, but I don't have to do that until a few months from now.
B: What else do you have to do?
A: I have to get recommendations from two people.
B: Oh, really? Who will you ask?
A: I think I'll ask my pastor and my boss at work.
B: Wow, seems like a lot of work to apply.
A: I guess so, but it's definitely worth it.
B: Oh, okay. I'll have to ask you to help me when I apply!
A: Sure, I'll help you.
B: Awesome! Good luck!
A: Thanks!

AT THE LIBRARY

LIBRARY

A: Good afternoon!
B: Hello! Are you looking for a book in particular?
A: No, not really. I need a book about cats.
B: Do you want a fiction or nonfiction book?

A: Nonfiction, please. I want a list of cat breeds.
B: Oh, alright. One moment, please.
A: Are you looking it up on the computer?
B: Yes. We have a full database of our collection on the computer.
A: That's pretty cool! Did you find anything?
B: I did, in fact. Here, I'll write down the call number for you.
A: Thank you! Sorry, I don't come to libraries often. This might be hard to find.
B: It's fine, I'll go get it for you.
A: Thanks! So, how long may I have the book checked out?
B: You can have the book for three weeks.
A: How much are fines after that?
B: Every day you don't turn it in after 3 weeks, you're charged 10 cents.
A: Oh, okay. I'll try to get it in then!
B: Do you have a library card?
A: I sure do! Here it is.
B: Awesome, will that be the only book for you today?
A: Actually, I think I'll browse for a little bit.
B: Alright. Hope you enjoy your visit!
A: Thanks!

APPLYING FOR A LIBRARY CARD

A: May I help you?
B: Could I check out this book?
A: Let me see your library card.
B: I need to get one.
A: You can apply for one right now, if you'd like.
B: Okay. Let me do that right now.
A: Could you fill out this application?
B: I'm finished. Here you go.
A: Could you please sign the back of the card?

B: All right.

A: That's it.

B: Now may I check this book out?

APPLYING FOR A PASSPORT

A: How may I help you?

B: I want to get a passport.

A: You need to apply for a passport.

B: When can I apply for it?

A: You can apply right now.

B: I'd like to do that.

A: Fill this out, please.

B: What's next?

A: I will need to take your passport picture.

B: When will my passport be ready?

A: It will take about three weeks.

B: That's great. Thank you.

ASKING QUESTIONS AT THE INFORMATION DESK

A: May I help you?

B: What time will the library be closing?

A: It closes at six.

B: Does it always close at six?

A: No, not every day.

B: Will the library be open on Saturday?

A: Absolutely.

B: What are your hours on Saturday?

A: Saturday's hours are from nine in the morning to six-thirty at night.

B: All right. Thank you.

A: What else can I help you with?

B: That's it. Thank you.

ASKING THE LIBRARIAN FOR ASSISTANCE

A: How are you?

B: I'm great. Thanks.

A: Did you need something?

B: I need your help.

A: How may I help you?

B: I need to find this newspaper article.

A: Have you checked the periodicals section yet?

B: I forgot about that section.

A: If you'd like, I can show you where to find it.

B: Could you do that?

A: Follow me.

B: Thank you for all your help.

RESERVING A BOOK

A: May I help you?

B: I can't find the book I want.

A: Why don't you try looking at the database?

B: I checked it already.

A: Do we have it available?

B: It wasn't there.

A: I guess it is lost.

B: Will you be getting another copy?

A: Yes, we will.

B: Could you reserve a copy for me?

A: I can do that.

B: That's great. Thanks a lot.

LATE FEES

A: May I help you?

B: I would like to check out these books.

A: May I see your library card, please?

B: Yes. Here you go.

A: Apparently, you have unpaid late fees.

B: I do?

A: You owe some money.

B: Exactly how much do I owe?

A: You owe \$24.50.

B: I won't be able to pay that right now.

A: Until you pay it, you can't check out books.

B: I will pay it. Don't worry.

BORROWING A BOOK FROM ANOTHER LIBRARY

A: May I help you?

B: I would like to find this book.

A: Is there a problem?

B: I don't think you guys have it.

A: You should look it up on our computer.

B: I did that.

A: What came up?

B: It should be on the shelf, but I didn't see it.

A: I can try to get the book from a different library.

B: I didn't know you could do that.

A: I will call you when I find it.

B: I appreciate your help.

CHECKING OUT A BOOK

A: What can I do for you today?

B: I need to return a book.

A: Can I do anything else for you?

B: I want to check these books out.

A: Is that all?

B: That's all.

A: May I see your library card, please?

B: It's right here.

A: Will that be all for today?

B: Yes. That's it.

A: These are due back in two weeks.

B: All right. Have a good night.

CHECKING OUT A MAGAZINE

A: How may I help you?

B: I want to return this video.

A: Is that all you need?

B: I also need to check this magazine out.

A: You're not allowed to do that.

B: I don't understand.

A: It's our policy.

B: What can I check out?

A: Only books or videos.

B: I need this magazine.

A: You will have to read it here.

B: That's weird.

CHECKING OUT A VIDEO

A: What can I do for you today?

B: I need to return a book.

A: Can I do anything else for you?

B: I would also like to check out this video.

A: Is that all?

B: Yes, just the video.

A: May I see your library card?

B: Here you go.

A: You have to take care of this video.

B: Oh, I will.

A: You will be fined if you damage it.

B: I understand. Thank you very much.

PAYING FOR DAMAGE MADE TO A BOOK

A: How may I help you?

B: I need to return these books.

A: What happened to this one?

B: The cover came off.

A: You're going to need to pay for the damage.

B: How much are you talking?

A: It's going to be five dollars.

B: That's not bad at all.

A: It really isn't.

B: Here you go.

A: Thank you very much.

B: You're welcome. Have a nice day.

RETURNING BOOKS LATE

A: What can I do for you?

B: I'm returning these books.

A: Let me have them.

B: Here are all of them.

A: These books are two weeks late.

B: I didn't have time to return them.

A: You're going to have to pay late fees.

B: How much?

A: 25 cents a day.

B: 25 cents a day?

A: That means 25 cents for each late book.

B: That's expensive.

USING A COMPUTER

A: What can I do for you today?

B: I would like to use a computer.

A: Do you have your library card?

B: I sure do.

A: There is a wait for the computers.

B: That's all right.

A: You need to print your name on this list.

B: Okay. Now what?

A: Once a computer is available, I will let you know.

B: How am I supposed to log on to the computer?

A: All you do is type in the number on the back of your card.

B: That's it? Thank you very much.

USING A COPIER

A: What can I do for you?

B: I would like to use the copy machine.

A: The machine is over there.

B: Do I have to pay to use the machine?

A: Yes, you will have to pay to use it.

B: How much?

A: It costs ten cents a copy.

B: Am I limited to a certain number of copies?

A: You can copy as much as you'd like.

B: Could you show me how to use the copier?

A: The instructions for the copier are posted on it.

B: That's fabulous. Thank you.

UNEMPLOYMENT

COLLECTING UNEMPLOYMENT BENEFITS

A: I was wondering if I could collect unemployment benefits.

B: Did you get laid off?

A: I am still working for now, but I might get laid off.

B: You may collect unemployment if you are working fewer hours or got laid off.

A: Does everyone who gets laid off get to collect unemployment?

B: No, some jobs are exempt from paying into unemployment.

A: How can I find out if I can collect?

B: Your employer can tell you if you have been paying into unemployment and now qualify to collect.

A: How will I know how much I can collect on unemployment?

B: It depends on how much you earned. When you file, they will determine the amount.

FORMS TO FILL OUT

A: What forms should I fill out to collect unemployment?

B: You need to fill out a special form to apply for unemployment benefits.

A: Where do I get the application form for unemployment benefits?

B: You can call the Employment Development Office and request a form.

A: What information will I need to provide to apply for unemployment?

B: Be prepared to provide your employer's name and address and what dates you worked.

A: What else will the Employment Development Office need?

B: You need to be prepared to show that your unemployment is not your fault. If you have a termination notice, that would be great.

A: What will happen next?

B: The Employment Development Office will call you for an interview.

QUESTIONS ABOUT THE FORMS

A: After I am accepted for unemployment benefits, what will happen next?

B: You will receive a Notice of Unemployment Insurance Award letter.

A: What will that tell me?

B: The Award Letter will tell you how much you will receive weekly.

A: Are there any other forms that I need to fill out?

B: You will need to fill out a Continued Claim Form every two weeks.

A: What information will I need to provide on that form?

B: They will need to know where you worked and how much money you made.

A: Are there any other questions on the form?

B: Basically, they want to know that you were available for work and not sick.

EDD OFFICE

A: How do I get to the EDD?

B: Actually, you do not need to go into the office to file a claim. You can do it over the phone or the Internet.

A: Can I go in to look for a job at their office?

B: That's a good decision. They have many good job search tools there.

A: Is there an office near me?

B: The Internet has a list of Employment Development Offices listed online.

A: Do you know where the local office for this area is?

B: Our office is over on Green Street, just west of the college.

A: If I go there, will I be able to collect money right away?

B: Everyone has a one-week waiting period before they can collect.

PAYMENT NOT RECEIVED

A: I am calling to find out why I didn't receive an unemployment check this week.

B: Did you send in your Continued Claim Form for the last period?

A: I think I forgot to send it in!

B: You need to be very careful to send that form in every two weeks if you want to get paid.

A: Can I send it in now?

B: You should look at your claim form and see if it has been more than fourteen days since it was due. If it hasn't been, we will still accept it.

A: Can I mail it in early next time so it isn't late?

B: Actually, you cannot mail it in early, as it needs to reflect all of the information up to the due date.

A: Will my paycheck come right away now?

B: Your check will arrive a little late.

REDUCED PAYMENT

A: Is there someone I can talk to about a payment question?

B: Yes, we can handle that here. How can I help you?

A: My paycheck that just arrived is less than last week's check.

B: Did you work at all during the last pay period?

A: Yes, actually, I did make a little bit of money.

B: Did you report it on your Continued Claim Form?

A: Yes, I showed that income on the Continued Claim Form.

B: Well, we deducted a portion of the income that you made from this week's check.

A: Maybe I just shouldn't show the income then.

B: That is cheating and, if you get caught, you will be fined and disqualified from collecting unemployment.

LOOKING FOR JOBS AT EDD

A: I was wondering if you could go over the services available at EDD to help me get a job.

B: The best opportunity is called CalJOBS, which is an Internet-based job placement service that you can make use of.

A: Do I have to have a computer at home?

B: There are computers at our EDD offices for you to use in your job search.

A: Do you have any other services available?

B: We have information available about the job market as well as workshops.

A: What kinds of workshops are available at the EDD?

B: We have workshops in Resume Writing and Interviewing, to name a few.

A: Are there other places, outside of EDD, that I may look for work?

B: College job placement services can help.

TALKING TO PEOPLE AT EDD

A: Hey there, how are you doing?

B: I am great. How are you?

A: Well, I got laid off, and I'm looking for work.

B: Yeah, me too! What are you thinking you would like to do?

A: Right now, I'll take about anything that will pay the mortgage.

B: Have you gone out on any interviews so far?

A: I went out on one interview, but I haven't heard back from them.

B: Did you see the posting for the electrician apprentice program?

A: You know, I saw that and it looks pretty good!

B: Let's go check it out again!

ATTENDING A WORKSHOP AT EDD

A: Is this the Resume Writing Workshop?

B: Yes, this is the Resume Writing Workshop. Welcome!

A: I really don't know that much about putting together a resume.

B: It's easy. Don't worry about it.

A: What's the most important part?

B: Well, the most important thing we need to do is make sure that our name and contact information are across the top.

A: What comes next?

B: You can either list your job experience next or your education--whichever is the most impressive should be first.

A: Can I list my interests next?

B: Sure, that would be a good place for them.

HOW TO GO TO AN INTERVIEW

A: Is this the class to prepare for interviews?

B: This is the right place. Please join us.

A: I have an interview tomorrow, so I hope I can learn everything quickly.

B: We are all going to have great interviews. What are some things that we need to remember in an interview?

A: I think that we should make sure that our looks are the best they can be.

B: Right, and what about our friendliness and attitude?

A: Yes, and being friendly and having a good attitude also help me relax.

B: Did you know that they pay as much attention to what you ask as to what you say in an interview?

A: No, I didn't. What else should I keep in mind?

B: Just relax, listen carefully to the questions, and be honest in your responses.

FINDING A JOB

A: What should I do when I find a job?

B: There are a few considerations. Is this a part-time or full-time job?

A: Does it make a difference?

B: Basically, you really don't need to do much of anything. On the Continued Claim Form, you will note that you now have a new job and also note what you are earning.

A: If I get work for a few weeks, will I be terminated from EDD?

B: You will not mess up your job benefits by taking work. You can always come back and notify EDD that you are once again in need of assistance.